



STATE OF INDIANA  
OFFICE OF THE FIRST LADY  
4750 North Meridian Street  
Indianapolis, Indiana 46208

Cheri Daniels  
*First Lady*

Dear Educator:

Please share the following information with your second, third and fifth grade teachers.

This year at the Indiana Statehouse, we will continue the tradition of placing a large coniferous tree in the Rotunda. Your assistance is requested in helping decorate this special tree. With an emphasis on literacy, this year's theme is "Holiday Tales from the Heart." We are asking students to write about their favorite holiday memories or traditions and to put their story in a decorated book to be hung on the tree. Stories should be no more than 300 words and fit into an eight-inch or smaller book. If the students' memory is a short message or poem, it can be placed on an ornament for the tree.

**Guidelines for creations:**

- Storybooks/Ornaments should be no larger than eight square inches.
- Storybooks/Ornaments can be made from and decorated with a variety of materials—paper, poster board, papier-mâché, pipe cleaners, wood, yarn, photographs, etc.
- No breakable or perishable items, please.
- Please attach a hook or way to hang the storybook/ornament from a tree branch.
- Storybooks/Ornaments will not be returned.
- All contributions must be received by December 3<sup>rd</sup>.
- **PLEASE PUT STUDENT NAME AND SCHOOL ON EACH ORNAMENT.**

**Storybooks/Ornaments can be mailed or delivered to the address below:**

Statehouse Tour Office  
200 West Washington Street, Room 220  
Indianapolis, Indiana 46204

The official **State Holiday Tree Trim will take place at 11 a.m. on Wednesday, December 14<sup>th</sup>** in the Statehouse Rotunda. Festivities will include the official tree trimming by students, holiday music and attendance by special guests including First Lady Cheri Daniels. Once again, we will collect books for the Indianapolis Colts' annual "Books for Youth" drive. If you attend the Tree Trim program, please bring book donations to the Statehouse to be collected by representatives of the Colts organization. To sponsor your own collection effort, please refer to the following link: <http://www.in.gov/dcs/2342.htm>

Interested schools can make arrangements to attend the Tree Trim program through the Statehouse Tour Office at (317) 233-5293. Participants will be scheduled on a first come, first served basis, so please make your arrangements soon.

Mrs. Daniels will select several of the submitted short stories to be featured on her website from December 4<sup>th</sup> through December 15<sup>th</sup>. The writers of the chosen stories will receive a letter of commendation from the first lady.

We certainly hope your school will join us in this fun and educational project and look forward to hearing from you. Best wishes for a happy and peaceful holiday season.

Sincerely,  
The 2010 Tree Trim Committee  
First Lady Cheri Daniels, Honorary Chair